

Japanese Judge and Probation Officer visit the Southwest District Probation Office



Deana Horvath - Sentinel Kiosk representative, Visiting Judge Koichi Nozawa, Program Manager Yvette Seaton-Croom, Visiting Probation Officer Akio Yamasaki

On Friday, February 14, 2003 the Southwest District Probation Office in Region I received visitors from Tokyo, Japan.

Judge Koichi Nozawa and probation officer Akio Yamasaki along with Deputy Court Administrator Samuel C. Porter of the Criminal Division 3rd Judicial Circuit Court made a field visit to the office to view the American urban criminal justice system at work.

Judge Nozawa is from the Tokyo District Court and Mr. Yamasaki is a probation officer in the Tokyo Family Court, Department of Family Affairs and Juvenile Division. The 3rd Judicial Circuit Court sponsors a Visiting Judge

Program inviting judges from Japan

to observe the civil, juvenile and criminal divisions every year. They also tour the jails, the juvenile detention center and Michigan Department of Corrections probation offices, as well as the federal court system.

Judge Nozawa arrived in the Detroit metropolitan area in September 2002 and will remain until June 2003. New to the program this year is the addition of a probation officer to the program. Mr. Yamasaki will spend approximately one month in the states observing probation services in various jurisdictions.

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Japanese Judge and Probation Officer visit

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The visitors were given a tour of the office by Deputy Regional Administrator Gale Wach and Program Manager Yvette Seaton-Croom and watched a demonstration of the Kiosk Program that the Southwest District Office is piloting for the department. The Kiosk Program allows certain low-risk probationers to file their report to the agent electronically during expanded hours. The pre-sentence investigation report was of special interest to Judge Nozawa. It is a new concept for his court that he is considering taking back to his colleagues for review.

During the tour, Judge Nozawa and Mr. Yamasaki were provided with information regarding the supervision of probationers, especially the specialized caseloads such as the Sex Offender Unit, Drug Court, the Specialized Supervision Unit (SSU) and the Kiosk Program. They were impressed with the size of the office, the number of employees at the worksite and the number of offenders supervised. *FYJ*

Nunn case dismissed



recent order in the Federal lawsuit Nunn v MDOC case unconditionally dismisses with prejudice all aspects of the case against the department and employees except for a single issue. The case involved alleged sexual misconduct and sexual harassment by staff at facilities housing women prisoners. A decision on the remaining issue, assignment of female officers to housing units in which women prisoners are housed, is currently pending before the Sixth Circuit Court of Appeals.

Entry of the order marks the official end of the monitoring required by the 2000 Settlement Agreement. That agreement simply required the MDOC to fine tune its existing procedures which guard against sexual harassment and sexual misconduct between women prisoners and staff. Prior to the Settlement Agreement, the department implemented significant changes regarding the screening for new hires and for staff transferring to a women's facility, revised protocol for investigations of allegations and included prisoner education regarding sexual misconduct. In addition, the department offers specialized training, *Critical Issues in Managing Women Offenders*, a 40-hour training program for new hires and transfers into women's facilities.

The Nunn litigation originated in 1996. The facilities now covered by the Settlement Agreement include the Robert Scott Correctional Facility, the Western Wayne Correctional Facility, Camp Brighton and the Grand Rapids Corrections Center. The Pontiac Corrections Center was originally included in the Agreement but has since been closed.

"Department employees have worked hard implementing the new procedures and policies," said Nancy Zang, Special Administrator for Female Offender Programs. *FYJ*

Mini-conference on drugs presented by MCA

A mini-conference on *Drug Recognition and Physiological Effects of Alcohol/Drugs – New Trendy Drugs & Raves* is being presented by the Michigan Corrections Association (MCA) April 4 at the St. Johns Conference Center in Plymouth, Michigan. This hands-on training will deal with the ways drugs are hidden on a person, the observable effects of drugs and signs of Raving and soft drug use.

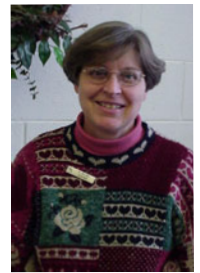
The workshop is designed for parole and probation agents and supervisors, community corrections officers and residential program staff. For more information contact Rev. John E. Niemela at 800-455-9906 or bkm@up.net. *FYJ*

DOC teacher wins award

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nn Selig ABE/Ged instructor at the Muskegon Correctional Facility was selected to receive the Michigan Reading Association's (MRA) Adult Educator Award for 2003. Selig will receive her award at the MRA Conference at the Amyway Grand Plaza Hotel on March 9, 2003.

"We are privileged to have an exceptional teacher like Ann in this department," said Director William S. Overton. "Her work helps to ensure that inmates receive the kind of instruction that will help them make the most of their future." *FYJ*



Ann Selig

Gus Harrison and Parr Highway join together to help fellow employee



ATF employees; Back row from left: C/O Vaive, RUO Haynes, Mr. Sigler (family member), C/O Miller, C/O Newsome

Front row from left: RUO Moes, F/S Normand, RUO Messer, C/O Coomer C/O Holcomb, C/O Sigler. Not pictured: Cpt. Foreman, C/O Belen, RUO Rich, C/O J. Tanner, C/O Brockway, Sgt. Conrad, C/O Martin, C/O Stoyk, Athletic Coordinator Deo, C/O Spiegel

Twenty-five people from Parr Highway Correctional Facility (ATF) and Gus Harrison Correctional Facility (ARF) showed up on a cold January morning to cut wood for fellow employee Robert Miller, a corrections officer at ATF who is currently hospitalized.

Using more than 20 pick-up trucks and trailers, the volunteers hauled wood to C/O Miller's home and split and stacked it to help his family heat their home.

"There was enough wood stacked and ready for use to last a couple years," said Captain Goose Gosselin (ARF).

Officer Miller was recently diagnosed with leukemia. He is undergoing chemotherapy treatment and his prognosis at this time is good.

"This is a good time to remind everyone of the kind of people that work at these facilities," said Warden David Jamrog.

What began as a lunch-time conversation between two officers about what they could do for officer Miller turned into an outpouring of kindness by staff. Since the Miller family heats their home with wood, cutting wood seemed to be the answer. *FYJ*

Hockey game raises over \$2,200 dollars for Special Olympics

An ice hockey game at the West Shore Community College Ice Arena raised more than \$2,200 for Area 24 Special Olympics. The game was the result of a fundraising idea by Corrections Officers Bill Downing and Jeff Bidelman (Area 24 Assistant Area Director).

The game was played between the Oaks Correctional Facility and Friends team and Gordy's Skate Company of Ludington. The Oaks Correctional Facility team won with a score of 10-7 over Gordy's.

According to C/O Jeff Bidelman and C/O Bill Downing, the real winners in this charity hockey game were the Area 24 Special Olympians. The donation is helping with transportation to events, new uniforms and other needs associated with Special Olympics.

Several additional staff members from the Oaks Correctional Facility skated in this benefit hockey game. Due to the overwhelming response of the general public, the game is scheduled to be played on an annual basis. *FYJ*



Oaks Correctional Facility and Friends Hockey team

Leo Lalonde appointed PIO



Effective February 17, 2003, Leo Lalonde assumed the duties of the Department's Public Information Officer and the Administrator of the Office of Public Information and Communications. He succeeds Matt Davis in this unclassified position.

Lalonde is a former state representative who chaired the House Appropriations Subcommittee on Corrections, and during the Blanchard Administration, worked for the Department in a capacity similar to his current position within the Department.

During the last 12 years, Lalonde has worked as a media and political consultant. Prior to his tenure with corrections, he was chief deputy director of the former department of licensing and regulation. Lalonde holds Masters degrees in Political Science from Wayne State University and Communications from Michigan State University. *FYJ*

Officers join forces to save lives

Six corrections officers from the Baraga Maximum Correctional Facility assisted victims of a two-car collision recently. The six officers, driving home from work, were among the first to arrive upon the scene. Officer Ed Jutila called 911 on his cellular phone and then joined officers Larry Fallon, Tom Snow, Tony Datto, Karl Snortland and Mike Redinger in assisting three injured teens. Two of the victims were trapped in the vehicle, according to Michigan State Police Troopers at the Calumet Post.

The six officers aided a first responder upon his arrival, by placing one of the victims in a C-collar and following directions on caring for the other victims. They also assisted the ambulance crew with their equipment, stabilizing victims and placing them on a backboard for transport. Ed Jutila and Karl Snortland were asked to join the ambulance crew for the ride to the hospital to continue with assistance to emergency personnel.

The actions of these six officers is yet another example of the professionalism and caring attitudes of MDOC personnel. Baraga's Warden, Tim Luoma, commended the officers who assisted, noting that, "their training and prompt action certainly contributed to saving the lives of these three young individuals." *FYJ*



Mike Redinger, Tony Datto, Tom Snow, Karl Snortland, Larry Fallon and Ed Jutila.

Fire destroys home

Tanya Covington, a shared service prisoner accounts bookkeeper, lost her home and all her belongings to a devastating fire. Staff at the shared facilities of Earnest C. Brooks Correctional Facility (LRF) and West Shoreline Correctional Facility (MTF) began doing what they could to assist Tanya and her family.

Cash contributions immediately started and are continuing as are collections of household goods covering everything from towels and bedding to furniture to personal items. So far, more than \$300 has been collected along with the household items.

In addition, a marathon two day "Walking Taco" meal and bakesale produced an additional \$750 for the Covington Family.

Anyone who would like to contribute may contact either Judy Larabee, Warden Berghuis' secretary or Pam Chaffee, bookkeeper at (231) 773-9200. *FYJ*

DOC Statement of purpose directs department staff



Effective March 10, 2003 **Policy Directive 01.01.100 Statement of Purpose** will be revised. This policy explains the mission of the department. It also outlines the behavior expected of all corrections employees. Major changes to the policy are included here.

Vision statement

The Department shall be the benchmark for all correctional agencies in how to treat employees with dignity and respect and providing excellent probation, prison and parole services.

Department values

1. **Ethical Behavior: Honesty, integrity and fairness.** The department expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees are expected to interact with each other openly and honestly as well as display ethical behavior while performing their job responsibilities.
2. **Fiscal responsibility:** Budget awareness is to be exercised on a continual basis. All staff are expected to be financially conscientious and adhere to mandated budgets and spending plans.
3. **Public Protection:** The goal of the department is protection of the public. Responsibility includes the preparation of the prison population for return to the community as law-abiding citizens and providing a safe and humane environment for staff, the public and prisoners.
4. **Embrace staff diversity and staff contribution, development and safety.** The department is an equal employment opportunity employer and encourages a diverse work force, recognizing that each staff person has unlimited potential to be a productive member of the department's team. Therefore, every staff person must be treated with the respect that will permit that individual to achieve his/her full potential as a contributing member of the department. The department also strives to provide a safe and secure work environment to enable employees to function at their highest performance levels. Professional growth opportunities, as well as team work, is to be promoted through the sharing of ideas and resources. Staff shall be recognized for their dedication and commitment to excellence.
5. **Expect Excellence:** The department values and expects excellence from all staff. Just "doing the job" is not enough; rather it is expected that staff will consistently seek to find better and more effective ways of meeting the department's goals.
6. **Personal responsibility and accountability:** The department is responsible for the lives of staff, offenders and members of the public on a daily basis. All staff have an important role to play in this regard and, in doing so, are accountable to each other, to offenders under their supervision and to the public.
7. **Respect and dignity of others:** Staff shall be professional and show respect not only to each other but to offenders and members of the public, including offenders' family members.
8. **Promote proactive thinking and innovative suggestions:** Staff shall take the responsibility to look for and advocate new ways to continuously improve the services offered by the department. They are expected to perform to the best of their ability and shall be responsible for their behavior and for fulfilling the professional commitments they make. Administrators, managers and supervisors shall encourage proactive thinking and embrace innovative suggestions from their staff. *FYJ*

The department shall be the benchmark for all correctional agencies in how to treat employees with dignity and respect and providing excellent probation, prison and parole services.

Twenty-five ways to save



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he call for ideas has resulted in an outpouring of creative, well-thought-out suggestions for saving money in these budget-strapped times. Thank you for your submissions. Here is a list of a few of DOC staff's ways to cut the budget. Some are clever, some may be unworkable for one reason or another, but they're all worthy of discussion here.

Please realize that none of these ideas has as yet been approved; they are listed here simply as food for thought. These and all future suggestions are forwarded to the appropriate Executive Policy Team member for their review and consideration. *What's your great idea?* E-mail or call Public Information (517) 373-6245.

1. Do a review/audit of each facility's P-Rate positions to determine the ones that should/should not be getting P-Rate. Determine if all those getting P-Rate should be in relationship to CS Rules.
2. Currently the Department requires us to recertify semi-annually on the SCBA. Policy requires that there must be five staff qualified per shift. The Department should discontinue the semi-annual recert and adopt the annual training that's actually required by various standards. This would be a significant savings in training costs and overtime.
3. Encourage/require more things be copied double-sided, to save paper.
4. A change in the length of the Red Tag probationary period for new MDOC employees would reduce the amount of overtime that is being used in the MDOC. By new employees spending four weeks at the Academy, three weeks of red tag status at the facilities, back to the Academy for two weeks and then back to the facilities as Green Tag status employees, the facilities could use these new employees in positions in lieu of calling overtime five weeks earlier than is now done. The entire probationary period wouldn't be shortened, just the length of time that a probationary employee couldn't fill a working position by five weeks.
5. Reduce the total meals per week each prisoner receives from 21 to 19. This would be done by going to a "brunch" type of meal on Saturday and Sunday, followed by a dinner meal.
6. Do away with assistant supervisors at the facility level, specifically the assistant business manager, assistant physical plant supervisor and assistant food service director.
7. Trim the Human Resources office. With the HRMN system now active as a self-serve system from home, why do we need so many personnel aides?
8. Reduce down to one shift captain per facility that works 8 a.m. to 4 p.m. and eliminate the other two. Each shift will have two lieutenants that answer to the one captain.
9. Instead of prisoners' families sending money orders to each facility so one person at each facility can process them, have one person designated in central office handle all prisoner money orders. All the prisoners' accounts are on a central database. This could possibly trim staff in the business office.
10. Make all memos electronic. Print one out only if a copy is needed or for those without e-mail.

While it is often easier to find excess in someone else's department, shift or program, it's not always a simple task to look at our own corner of the world.

Take the time to really look around you and see where savings could be found in your own area as well as your neighbors'.

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Twenty-five ways to save

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11. Eliminate the education dept. in every level V facility. Have prisoners take their GED courses from a video that is shown in the school room with a prisoner tutor on hand for questions and assistance. Have one teacher per facility left to administer testing. Make the prisoners take a test every two weeks. If they pass the test then they will get paid for attending those two weeks, if they fail then they don't get paid.
12. The department could realize a potential long term saving of up to \$113,000 a year by simply turning off all personal computers at night including those in all department classrooms.
13. I would like to suggest more onsite training. This would eliminate travel pay and meal expenses. Also, organize a mobil training team.
14. I would like to suggest computerized GED testing, similar to the SAM program used at Baker College in Muskegon. This will save on the number of staff required to conduct the testing.
15. On third shift, facilities could reduce the lighting in some areas such as unused buildings. Turn off the lights in areas that do not need them.
16. Make the entire Dept. smoke free. Eliminate tobacco from the store lists. Monitoring each prisoner all day and night when they are in their cell is not possible. How can you sell a person unlimited tobacco and then tell them they can only smoke while on their yard for one hour a day? This would also save on staff sick leave due to illness related to second-hand smoke, long-term health care costs due to cancer and smoking-related illnesses for prisoners and staff and this would also eliminate the fire hazards in occupied buildings associated with smoking.
17. All prisons should have garden clubs. They can grow hundreds of pounds of food and much can go to food services.
18. Well water should be used for watering the gardens and the grass during the summer months.
19. We could generate thousands of dollars if the state would allow us to buy annual leave or sick leave.
20. We use thousands of gallons of gas daily. If the department used energy efficient vehicles we could save money. When it is time to get new vehicles look for six and four cylinder vehicles instead of eight cylinder.
21. Why is it whenever we have to service a vehicle, we send it to a dealer? Need I say more.
22. Issue the inmates colored (blue, red, lt. blue) briefs, T-shirts, socks and thermal underwear. I have seen hundreds of inmates exchange their underwear because it's dingy. The way we wash the clothing without bleach, the clothing gets dingy faster and the inmates tend to want to exchange their underwear sooner. Also maybe look at the sheets for their beds too. I do know we don't replace colored sheets as much as we do the white ones.
23. Remove condiments from the chow hall completely and add the packets to the store list. We spend one cent per packet at this time.
24. Use the web style belt that is currently being used for the prisoner's belt but for the buckle part, incorporate two "D" style rings on the end that are sewn together so that all you would have to do is put the end of the belt through each ring and synch it to your waste. This would not only fix the size problem but it would be inexpensive to make and would be totally adjustable.
25. I am a Cost Accountant working with the Meat Processing Factory. I've noticed their product mix consists of four types of meat - beef, pork, turkey, & chicken. The mix is currently weighed heavily in favor of beef, which has the highest cost. By cutting beef production by 25% and substituting chicken, the state will save about \$300,000 a year. *FHJ*